



SENIORS' CENTRE MONTHLY COLLABORATION MEETING APRIL 6TH 11:00 AM

PARTICIPANTS: Sharon Tait, Herbert Vesely, Donald Byrne, Mike Sherlock, Rick Boulier, Carol Laktin, Lynnda Kirkwood, Ray Miles, Harold Wilson, Shannon Goetsch, Christine Creer, Tim Hoskin

ABSENT: Julie Miles

GUEST:

FACILITATOR: Christine Creer

RECORDER: Shannon Goetsch

STATEMENT OF PURPOSE: A monthly check-in on our agreed deliverables and to share information so all Seniors Centre patrons and staff have a clear understanding of DOS and SC Society priorities.

AGENDA: (PRIORITIZED)

ITEM	REQUIRED OUTCOME / ACTION	Time NEEDED	BROUGHT FORWARD BY:
Food Services	Standing Item: discussion of upcoming events, concerns, updates and any other relevant matters.		Greg Van Hierden
Recreation Programs Van	Update Society on Recreation Programs Van	20 minutes	Tim
Special Events Process	Present draft of special events process and receive feedback	10 minutes	Christine Creer & Shannon Goetsch
Audio / Visual Equipment Procedures	Present AV procedures document	5 minutes	Christine Creer
Squamish Community Foundation Art Grant	Update society on status of the Art program	5 minutes	Christine Creer & Shannon Goetsch
Programs Update	Review new and/or upcoming programs, events, workshops, and current membership numbers.	5 minutes	Christine Creer
Review Last Meeting's Actions	Reviewed last month's Actions, update any not completed by target dates	Estimated 5 minutes	Facilitator
Wrap-up	Outcomes/decisions reviewed Action items - assigned responsibilities; set delivery dates; confirm next month's meeting date & time	Estimated 5 minutes	Facilitator

LAST MEETING'S ACTION ITEMS:

By Whom	What	By When	Update
Shannon G or Christine C	Send Collaboration Meeting Action Items to communications for posting on District website and post on notice board at the Seniors' Centre. Also send the action items to Sharon Tait.	As adopted	On going
Squamish Seniors' Centre Society (SSCS)	Send any ideas for theme lunch to Christine		Ongoing
SSCS	Send Gregg input for menu ideas		On going
CC	Send Herbert poster for theme lunch on an ongoing basis		On going
CC	To send the Society the action items and include Get Active Card Holder numbers.		Ongoing
SG & CC	To finalize Special Events Process to present at next meeting	Apr 6	In progress
CC	To connect with both the Society and the Paint & Sketch Art Drop In group to determine if anyone would like to assist in reviewing artist proposals for a new art workshop	Mar 3	Done
CC	Connect with Kim and Shannon to brainstorm ideas for increasing Get Active Card awareness	Apr 6	Done
Sharon Tait	To send Christine details on Society Board of Director application so Rec Serves can aid with marketing	Mar 6	Done
CC	To connect with Rec Services marketing to aid Society in advertising for their AGM	Mar 15	Done

NEW ACTION ITEMS:

By Whom	What	By When	Update
CC	To send the Society the action items and include Get Active Card Holder numbers. Get Active 55: 134 Get Active GOLD: 107 Seniors' Centre Memberships: 15 Total: 256	April 7	Ongoing
CC	To look at changing the Theme Lunch time to 12:00pm	May 4	
TH	To further research options on the van including wheelchair accessibility, GPS and rear air conditioning.	May 4	
CC	Send Sharon first draft of special events process	April 7	
CC & SG	Set meeting with Social Committee to present special events process map	May 4	
CC	Update on music in the Centre	May 4	
CC	Update on Arts program from Community Foundation Grant	May 4	

Next Meeting: May 4th 11:00am **Next Facilitator:** Christine Creer **Next Recorder:** Shannon Goetsch